

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, May 10, 2010**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, May 10, 2010** at the regular time of 7:10 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Konnie Kuiper and Mark A. Herak were present. A quorum was attained. Councilor Brian Novak joined the meeting at 8:55 p.m., delayed owing to a work commitment. Councilor Dan Vassar joined the meeting at 7:55 p.m., delayed owing to a family commitment. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Staff present: Kenneth J. Mika, Building Commissioner; George Georgeff, Commander Metropolitan Police Department; and John Bach, Public Works Director were also present.

Ed Dabrowski was also present.

Rachel Delaney, Executive Director of the Humane Society of the Calumet Area.

David Westland, Attorney to the Plan Commission and the Advisory Board of Zoning Appeals was present.

Others present: Robin Carlascio of Idea Factory and Editor of the Municipal Newsletter; George Scheeringa and Kenneth Scheeringa, ABZA Petitioners; were also present.

General Substance of Matters Discussed

1. The Town Council and the Clerk-Treasurer discussed government operational continuity in the event of the emergency. It was noted that a written disaster response plan has been developed but formally adopted by the Town Council.
2. The Town Council, the Building Commissioner and the Public Works Director discussed the current Parkway and Trees ordinance. The discussion included concerns regarding maintenance of the parkways and the aesthetics. The discussion included an examination of the adequacy of the provisions related to maintenance. The discussion included whether or not the ordinance should include a requirement for maintaining the verdant character of the parkway.

The discussion included whether or not the "Special Economic District" or Economic Improvement law (IC 36-7-21 or IC 36-7-22) could be applied to support financing any compulsory maintenance for the parkway areas.

The discussion included the merits of adding language to the property maintenance ordinance that would require removal of tree stumps with the removal of trees. Further the discussion includes consideration of a restoration requirement for any excavation project.

The discussion also included whether or not a requirement to control dandelions should be adopted by ordinance.

The discussion included an inquiry about the placement of a sign warning of a handicapped child on Grace Street and whether or not it was properly authorized.

3. The Town Council and the Building Commissioner discussed several buildings throughout town that were either in demolition or were in a poorly maintained condition.

The discussion further included a particular discussion of some residences located in Wicker Parks Estates. The Building Commissioner discussed the status of enforcement progress in that area.

4. The Town Council and the Public Works Director discussed a particular inquiry regarding the ways in which a resident can dispose of a mast or pole that was set in concrete. The discussion included an examination of whether or not a new service for pick up of such articles should be instituted and that a fee be imposed.
5. The Town Council and the Public Works Director discussed the status of the Cline Avenue Reconstruction Project and the related Cline Avenue Bridge closure. It was noted that the roadway was milled.

The discussion included a review of a pending requested change order for work related to the Cline Avenue Reconstruction. Some of the costs changes are owing to modifying the traffic control plan to be in force during construction. It was noted that some of this plan may be retained after the construction concludes.

Traffic Signage that allows for traffic information is included in the change order but if not used, will not be spent.

6. The Town Council and the Public Works Director discussed the status of the Kennedy Avenue Reconstruction Project and the remaining final surfacing and the punch list items.
7. The Town Council and the Public Works Director discussed the desirability of retrofitting the Town owned street lights with LED technology. It was noted that the Public Works Director has been conducting an internal audit of the NIPSCO Billing, noting that there has been several billing errors, in some cases double billing.

The Public Works Director suggested that it would be desirable to making sure the existing billing is accurate. It would then be desirable for converting town owned lights to LED. He further suggested that there are locations in Town in which it may be desirable to remove the existing lighting for costs and that it exceeds our development standards.

8. The Town Council discussed disposition of a possible project for Parrish Avenue that would either install a median or narrow the existing right of way.

The Town Council and the Public Works Director suggested that this and several other projects could be well financed by the Economic Recovery Zone Bonds that were allocated to the Town by Lake County.

9. The Town Council and the Public Works Director discussed whether or not mulch could be bid as another supply that is built in the annual material and supplies bid list.
10. The Town Council received a presentation from and engaged in a discussion with Rachel Delaney, Executive Director of the Humane Society of the Calumet Area. Ms. Delaney noted that she toured the current impound facility and expressed her interest in providing services for the Town of Highland. It was noted that unclaimed animals are transported to South Suburban Humane Society at Chicago Heights. It was suggested that South Suburban does not have a "no kill" policy. It was further noted that the Calumet Area Humane Society has a

“no kill” policy. It was further noted that the Calumet Area Humane Society has a contractual relationship with the municipalities of Lansing, Munster, Lynwood and Dyer. The services that were discussed were housing and impoundment provided by the Humane Society and possible animal adoption or placement. Commander Georgeff participated in the discussion. It was suggested that Commander Georgeff follow-up with Ms. Delaney to explore the possible services.

11. Town Council, the Building Commissioner and Mr. Westland had a discussion related to the Advisory Board of Zoning Appeals Docket Use Variance petition filed by George and Kenneth Scheeringa.

Before a presentation proceeded, Mr. Westland cautioned that owing to the nature of the ABZA having its hearing as a quiz-judicial body, it has been previously the practice to not have any further proceedings or discussions with the petitioner. It was noted, that if a further presentation was permitted by the petitioner, then a formal public hearing allowing further public comment would be likely required. It was noted that the record as presented to the ABZA is what should be the scope of decision-making basis for the Town Council.

It was further noted that the Scheeringa Petition also came with conditions. Mr. Westland further advised that the Town Council simply votes up or down on the matter as presented. No single condition or the like could be modified by action of the Town Council.

There was an inquiry whether or not there were any agreements for the use of “Ernie Strack” Boulevard. The discussion also included whether or not the use for U-Locks was in fact the best use for the property. It was noted that the existing zoning was a B-1 Zoning District.

The discussion further included an examination of possible limitations in capacity for the existing sanitary sewer and the drainage detention requirements may complicate the proposal moving forward even if the petition for the use variance is favored.

12. The Town Council and the Building Commissioner inquired about the disposition of a proposed revision to the ordinance regulating Recreational Vehicle Parking.
13. Town Council, the Building Commissioner and Mr. Westland had a discussion related to the Advisory Board of Zoning Appeals Docket Use Variance petition filed by the Garfield Lodge #569. It was noted that Mr. Westland hoped that the petitioners obtained a written agreement with neighboring businesses for use of their parking resources. This was conveyed to the petitioners as well.
14. The Town Council and the Building Commissioner regarding the Petition for a vacation of easement. It was noted that the Board of Sanitary Commissioners were to discuss the matter soon as well. The matter by law was set for a public hearing on Monday, May 17, 2010.
15. The Town Council and Ms. Carlascio discussed the status of the current newsletter and utilizing the lower cost printer for two-color presentation, as previously discussed at the Study Session of April 12, 2010. It was clarified that the Town Council favored the cost saving move of resorting to two-color format and move away from the current four-color format.
16. The Town Council discussed briefly the addition of two matters from the Park and Recreation Board related to the pending Lincoln Center Capital Improvement Project, one dealing with the establishment of a specific Park and Recreation Building Corporation and a related resolution dealing with financing.

The Town Council discussed a recent communication with the Parks and Recreation Superintendent regarding weed-cutting in certain parks. The discussion included some expressed concern about the appropriateness of the response.

17. The Town Council President and the Town Council discussed the pending appointment of the Economic Development Commission. Matt Reardon's term has expired. The discussion included the desirability of his reappointment. It was noted that the Redevelopment Director recommended his reappointment.
18. The Town Council and the Clerk-Treasurer discussed the enrolled sample text for a Trash Ordinance amendment to accommodate the approval of senior citizen discounts by the Public Works Director and to allow for changes in residential uses that change and removing them from the trash billing base.
19. The Town Council discussed further concerns expressed by some on the Town Council regarding Parks and Recreation Department's organizational capacity for managing existing facilities, which included parks grounds and buildings. The discussion also included the process of selecting vendors and the use of Highland vendors.

It was suggested that Councilor Kuiper and Councilor Novak meet with the Park and Recreation Board President regarding some of the concerns raised in this meeting.

20. The Town Council and the Clerk-Treasurer discussed an issue related to a two-year service agreement for "Nextel" service for cell phones being sought by the Fire Department. The discussion noted that no purchasing agent (department heads) could execute any multi-year agreement without the approval of the purchasing agency. The discussion included the pooled minutes for the ICT Fund and its economy of scale, which presently is offered by AT&T.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, May 10, 2010**, was adjourned at 9:40 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer